

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes October 14, 2020

**Meeting Host and Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079
All other attendees participated online from remote locations**

Note for the Record—This meeting was held online using Zoom webinar in anticipation of enactment of Senate Bill 1008 of 2020, passed by both houses of the legislature and ordered enrolled on October 13, 2020, allowing same retroactively to March 18. The meeting notice, including the Zoom Meeting ID Number, was properly and timely posted on the county's website to allow public participation.

1. Call to Order and Determination of Quorum

At 3:34 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (8) Chair Lisa Phillips, Vice-Chair Jan Petersen, Gail Patterson-Gladney, Sarah Moyer-Cale, Kate Hosier (arrived prior to Item 7a), Katie Strohauer, Zachary Morris and Dr. Patrick Creagan; **Board Members Absent (1)** Cynthia Compton; **Board Vacancies: (0)**. A quorum (7 of 9) is initially present.

Staff and Others Present: Secretary-Treasurer Wayne Nelson; Envirologic Technologies Inc Consultant Erik Peterson; Applicant Sarah Cox of Creative Catering Services Inc.

2. **Approval of Agenda**--Motion by Morris, supported by Patterson-Gladney, to approve the prepared agenda. Approved by a vote of 7-0.
3. **Approval of Minutes of Regular Meeting held September 9, 2020**--Motion by Petersen, supported by Moyer-Cale, to approve the minutes of the Regular Meeting held September 9, 2020. Approved by a vote of 7-0.
4. **Public Comment**—None
5. **Secretary-Treasurer's Report**--Nelson presented a written report with oral enhancements and action items as follows:
 - a. **Invoices for Approval**--The following invoices were presented for approval:

<i>Amount</i>	<i>Vendor</i>	<i>Invoice #</i>	<i>Invoice Date</i>	<i>Reason</i>
	EPA Grant Invoices:			
\$ 1,635.00	Envirologic Technologies Inc	06964	2020-10-12	99 Walker; B-Plan
688.75	Envirologic Technologies Inc	06965	2020-10-12	10335 Blue Star; B-Plan
1,414.05	Envirologic Technologies Inc	06966	2020-10-12	153 W Commercial; VMS Design
\$ 3,737.80	Envirologic Sub-Total			
4,123.88	Wayne Nelson	1992	2020-09-30	EPA Grant admin portion
\$ 7,861.68	Total of EPA Grant Invoices			
2,736.12	Wayne Nelson	1992	2020-09-30	Non-grant portion
\$ 10,597.80	Total of All Invoices			

Motion by Morris, supported by Strohauer, to approve the Envirologic invoices totaling \$3,737.80 for payment. Approved by a vote of 7-0.

Motion by Patterson-Gladney, supported by Petersen, to approve the Wayne Nelson invoice EPA Grant and non-grant portions totaling \$6,860.00. Approved by a vote of 7-0.

- b. EPA Grant Budget Amendments**—Nelson recommended Board approval for the following amendments to the EPA Grant BF-002005 budget. The amendments have a net zero change to both the county and contractor portions of each sub-grant.

Summary of Allocated and Unallocated Budget		Original Budget			Amendments as of 9/30/2020			Amended Budget		
Budget Task Item	Grant Portion	Hazardous Materials	Petroleum Assessmnt	Total Original Budget	Hazardous Materials	Petroleum Assessmnt	Total Original Budget	Hazardous Materials	Petroleum Assessmnt	Total Original Budget
County Personnel	County	10,000.00	10,000.00	20,000.00	(1,150.00)	(1,150.00)	(2,300.00)	8,850.00	8,850.00	17,700.00
County Supplies	County	2,000.00	2,000.00	4,000.00	(2,000.00)	(2,000.00)	(4,000.00)	-	-	-
County Travel	County	2,500.00	2,500.00	5,000.00	3,150.00	3,150.00	6,300.00	5,650.00	5,650.00	11,300.00
Contractor Task 1	Contractor	20,950.00	17,150.00	38,100.00	(242.50)	-	(242.50)	20,707.50	17,150.00	37,857.50
Contractor Task 2	Contractor	91,480.00	125,925.00	217,405.00	(9.25)	(942.39)	(951.64)	91,470.75	124,982.61	216,453.36
Contractor Task 3	Contractor	31,950.00	16,000.00	47,950.00	1,551.25	(1,486.25)	65.00	33,501.25	14,513.75	48,015.00
Contractor Task 4	Contractor	6,000.00	6,000.00	12,000.00	2,000.00	2,000.00	4,000.00	8,000.00	8,000.00	16,000.00
Uncommitted Budget	Contractor	35,120.00	20,425.00	55,545.00	(3,299.50)	428.64	(2,870.86)	31,820.50	20,853.64	52,674.14
Sub-Total County Portion	County	14,500.00	14,500.00	29,000.00	-	-	-	14,500.00	14,500.00	29,000.00
Sub-Total Contractor Portion	Contractor	185,500.00	185,500.00	371,000.00	-	-	-	185,500.00	185,500.00	371,000.00
Totals-All Projects	Grants	200,000.00	200,000.00	400,000.00	-	-	-	200,000.00	200,000.00	400,000.00

Motion by Patterson-Gladney, supported by Petersen, to approve these amendments and to direct the Secretary-Treasurer to seek EPA approval. Approved by a vote of 7-0.

- c. Approve Secretary-Treasurer's Report**—Motion by Patterson-Gladney, supported by Moyer-Cale, to approve the Secretary-Treasurer's Report. Approved by a vote of 7-0.

6. Other Correspondence—Erik Peterson indicated assistance inquiries, one for downtown Paw Paw and one for Lawrence.

- a. Member Arrival**—Kate Hosier joined the meeting at 3:56 pm. A quorum (8 of 9) remains.

7. New Business—

- a. Application for 207 E Michigan Ave, Paw Paw**—The Board welcomed Sarah Cox, President of Creative Catering Services Inc, the Applicant. Ms. Cox and Erik Peterson presented and reviewed the proposed project for the acquisition and renovation of the building at 207 E Michigan Ave in Paw Paw for use as a bakery, marketplace and food catering operation. Erik Peterson presented Work Order #36 for up to \$12,750 from EPA Hazardous Substances Grant for eligibility, Phase I ESA, hazardous substances building survey and possible Brownfield Plan. Ms. Cox verbally stated that the estimated total investment would be approximately \$130,000. Exclusive of the anticipated purchase price of the property, the renovation costs appear to be less than \$100,000, indicating a \$1,000.00 application fee for the project. Motion by Hosier, supported by Morris, to receive the application, set an application fee of \$1,000.00, and approved Work Order #36 up to \$12,750, all subject to receipt of the application fee and a signed Development Agreement. Approved by a vote of 8-0.
- b. Land Bank Report**—Zach Morris reported that the Land Bank Authority meeting for this month was not held and the effects of the Michigan Supreme Court case involving tax foreclosures as takings is being studied.
- c. Economic Development Corporation and Other ED Report**—Zach Morris reported on current EDC work and noted that there are several development projects pending or potentially pending.

8. Old Business—EPA Grant/Brownfield Plan Project Updates—Erik Peterson gave brief verbal updates on EPA Grant and Brownfield Plan projects as follows:

- a. 05585 Blue Star Hwy**—The draft Brownfield Plan for Essential Storage LLC for 05585 Blue Star Hwy in South Haven Charter Township was approved by the Board on July 8, 2020. Eric Peterson reported the South Haven Charter Township approved a resolution of support at their last meeting, so plan finalization is expected for the November meeting.
- b. 10336 Blue Star Hwy**—Michael DeGrandchamp, the applicant, is working with ETI on a Brownfield Plan. The South Haven Charter Township Board approved a resolution of support.
- c. 413 Delaware St**—The draft Brownfield Plan for Midwest Property LLC (Midwest Fasteners) for parcels in the Village of Decatur was approved by the Board on July 8, 2020. Eric Peterson reported that both the Village and Township of Decatur are interested in moving forward for approval, and that the company officials are reviewing the Plan. Erik will continue those efforts.
- d. 153 Commercial Ave**—ETI is working to provide likely operating costs of the vapor intrusion system for the site for prospective buyer. Erik expressed concern that the present system operated by EGLE for a portion of the site may be insufficient as part of a long-term solution.
- e. 23944 Red Arrow Hwy**—Marcon Ventures has a general contractor who is working with Eric on project costs. A draft Brownfield Plan could be ready for the November or December meeting.
- f. 67902 Red Arrow Hwy**—Brownfield Plan is progressing slowly; Eric reports that the firm's EGLE Recycling Grant equipment has been purchased and an additional production line has been started, with that grant nearing the closeout phase.
- g. 99 Walker Street in Lawton**—ETI is still working with the general contractor and developer to gather brownfield plan costs, so the plan can be finalized. The process is slowed somewhat due to mold issues.

9. General Member Comments—Attendees offered comments. Zach Morris extended congratulations to Kate Hosier who was selected as the new South Haven City Manager, with the others present concurring.

10. Adjournment—All business being completed, the meeting was adjourned by the Chair at 4:36 pm.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

<i>Acronym</i>	<i>Type</i>	<i>Meaning</i>
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing